

Mr. Lindgren recommended for future action that if a president of a commission presented a request for money it should be based on the budget. The president should ask the country where the meetings were going to be held for the approximate cost and prepare a little budget on the basis of which he could apply for the money.

#### Report on the Cataloguing Commission

Summary of Mr. Klaue's report :

The Cataloguing Commission met from 13-15 October 1970 in Budapest, at the expenses of the Hungarian archive. There were 8 members of the Cataloguing Commission (Mr. Ledoux and Dr. Roads had been unable to attend) plus 5 observers.

12 documents had been sent out to the members of the Cataloguing Commission before the meeting, and in Budapest 4 more documents had been distributed.

The agenda being too big some of the items had not been exhausted.

The Commission had agreed to present a draft manual of film cataloguing to the next General Assembly. But to accomplish this the members had felt that another meeting in spring 1971 (31 March to 2 April) was necessary to discuss the draft version, or a few chapters of it.

The cataloguing members had one common meeting in Budapest with the Documentation Commission. Both commissions had agreed on a project to translate the maximum data version of filmographic data into 19 languages.

Mr. Klaue presented a number of problems to the Executive Committee, a) He told the Executive Committee members that Mr. Frida had asked to be released as a member of the Cataloguing Commission and he had suggested that Mr. Opela should take his place (he had been an observer at Budapest). b) Mr. Klaue informed the Executive Committee Meeting that the members of the Cataloguing Commission had recommended to organise a kind of a seminar for film cataloguers or an exchange of cataloguers between the archives, as a possibility to study the cataloguing methods in various archives.

c) Mr. Klaue presented his and the commission's view that they thought useful for their work to establish close contacts with ASLIB, the Association for Special Libraries and Information Bureau. ASLIB offers a special training programme for cataloguers. The Commission had agreed to delegate Roger Holman, senior cataloguer of the NFA, as an observer to a training seminar of ASLIB (held in London in November 1970). Mr. Holman is expected to report on this to the next Cataloguing Commission Meeting.

d) The problem of selection had been raised at the Cataloguing Meeting, although members were aware that this does not really touch their field of work. Nevertheless, they felt that a commission should be established to elaborate certain recommendations for the selection of films to be preserved by archives.

Mr. Klaue said that he was unable to give a report on the Documentation Commission but that Mr. Spiess had agreed to hand in a written report to the Secretary General soon.

Mr. Klaue felt that it was necessary for his work to have 10 members working in the Cataloguing Commission, and he reminded the Executive Committee that it had been approved that the president of a commission was permitted to form a commission of up to 10 members.

Mr. Lindgren feared that since there would be more meetings in the future than there were countries to meet the expenses of the commission, not to forget the other expenses FIAF has to meet, they might reach a point where a rise of subscription fees would become unavoidable. Mr. Lindgren said that he did not object to the commission, because they played an important role in FIAF, but he wanted members to be aware of where FIAF was going and to understand the implications of their decisions.

Mr. Ledoux said that the budget for 1970 was made out to finance three commissions at 7 persons each.

Mr. Volkmann thought that FIAF is not an organisation which was founded to save up money.

Mr. Konlechner said that he was not against giving money to the commissions but he wanted the authorization of the Executive Committee.

It was agreed to put 2050 SF at the disposal of Mr. Volkmann for the Preservation Commission Meeting and 2050 SF at the disposal of Mr. Klaue for the Cataloguing Commission Meeting to be held in March 1971 in Copenhagen.

#### Mr. Ledoux on the Documentation Commission

Mr. Ledoux informed members about a letter that he had received from Mrs. Karen Jones, librarian at the Danish Film Museum, and member of the Documentation Commission (she was elected vice-president of the Documentation Commission at Budapest). Mrs. Jones is in charge of handling the exchange of the lists of contents of film magazines between the 14 participating archives.

It had been agreed in Budapest to slightly change the procedure of the exchange, due to a new duplicating machine for stencils of 3 x 5 inches size to which Mrs. Jones had access. The stencils should be sent to Copenhagen to make the number of cards required and these cards would then be sent to the participating archives, directly by the Danish Archive or ~~brought~~ <sup>by</sup> the Secretariat in Brussels.

It was agreed that FIAF would pay for the stencils, an estimated sum of US \$ 300 over a trial period of 3 months to be reconsidered.

This was agreed.

Mr. Ledoux announced the names of the members of the Documentation Commission that had been present at Budapest :

Mr. Spiess (Fed. German Rep.), Mrs. Bowser (USA),  
Mr. Vimr (Czechoslovakia), Mr. Luyckx (Holland),  
Mr. Moulds (Canada), one representative of the Hungarian archive  
Mrs. Karen Jones (Denmark)

plus 2 observers : Dr. Krauz (GDR), Mr. Dimmer (Holland).

The items of their agenda were brought to the attention of the Executive Committee members.

1. Publication of a FIAF directory
2. Exchange of lists of periodicals
3. Report about the preservation of posters by Mr. Luyckx